

**GRAHAM FIRE & RESCUE  
BOARD OF FIRE COMMISSIONERS  
REGULAR BOARD MEETING  
MAY 9, 2018**

**CALL TO ORDER**

Commissioner Portmann called the meeting to order at 6:30 p.m.

**Attendance:**

Present: Commissioner Ryan Portmann, Commissioner Gerald W. Gustafson, Commissioner Russell T. Barstow, Commissioner Adam G. Rosenlund, Fire Chief Pat Dale, Deputy Chief Tony Judd, Deputy Chief Oscar Espinosa and Board Secretary Jodi Reynolds

Absent: Commissioner Gina Blanchard-Reed had an excused absence.

Commissioner Portmann led the Pledge of Allegiance and welcomed the audience.

**APPROVAL/MODIFICATION OF THE AGENDA**

**Commissioner Rosenlund moved to approve the Agenda as presented. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**APPROVAL OF CONSENT AGENDA**

Approval of Regular Board Meeting Minutes of April 25, 2018

Approval of Financial Documentation:

Payables: Checks #24391 through #24442 =	\$156,126.62
Transfer (EFT) =	<u>\$646.43</u>
<b>TOTAL:</b>	<b><u>\$156,773.05</u></b>

**Commissioner Rosenlund moved to approve the Consent Agenda in the amount of \$156,773.05 after proper audit. Commissioner Barstow seconded the motion. Motion carried unanimously.**

**CORRESPONDENCE**

PCFPB Monthly Report Pierce County Fire Prevention Bureau Monthly Report for April 2018

**GENERAL ADMINISTRATION**

**Fire Chief's Report**

Fire Chief Dale greeted the Board and audience members and then reported on the following:

The Department participated in Orting's lahar drill on Friday, May 4<sup>th</sup>. We sent a three-person Engine Company, two Assistant Chiefs and a Battalion Chief to participate.

The May 5<sup>th</sup> Awards Banquet award recipients are:

- Letter of Commendation: Kyle Olson
- Staff Member of the Year: Matt Waltrip
- Volunteer of the Year: Todd Woomer
- Career Firefighter of the Year: Zack D'Len
- Chief's Award: Tyler Romines
- Commissioners' Award: Tony Judd

## **STANDING COMMITTEES**

Budget, Finance and Audit – No report.

Policy and Procedure – Commissioner Rosenlund reported he had a policy for the Board's review, and he provided copies for them and staff. He stated it is Policy 1000, an existing Lexipol policy. They suggest adding two lines that were not in the template. The committee also changed the policy to read that job descriptions are approved by motion rather than resolution. The committee recommends a do pass. The Board has until the next meeting to review the policy. Deputy Chief Judd added that this item will be located under the Consent Agenda topic on the next Agenda.

Mergers/Consolidations – No report.

Joint Labor/Management – No report.

Strategic Leadership Plan – Commissioner Rosenlund requested an update from Fire Chief Dale who stated the consultant has been selected and the parties are working on a contract.

Legislative Affairs – No report.

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

### Minimum Staffing Increase to 17.

Fire Chief Dale stated he will be looking for Board approval of his proposal tonight and proceeded to review his document titled "Minimum Staffing Increase to 17." (Please see following page.)

## **Minimum Staffing Increase to 17**

### **Objectives**

1. Raise minimum staffing from 15 to 17 on July 1, 2018
2. Hire three (3) Temporary Firefighters July, 2018

### **Projected Costs Associated with Minimum Staffing Increase to 17**

July – August, 2018 overtime:	101,520
September – December, 2018 overtime:	27,780
Temporary Firefighters July – December, 2018	109,889

Note: 2018 budgeted amount for O.T. of \$400,000 is ongoing

Note: We realize 4 New FF's in staffing in September, 2018

We realize 14 New Volunteer/Resident FF's in July, 2018

<b><u>TOTAL additional costs:</u></b>	<b><u>239,189</u></b>
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### **Funding Sources for Proposal**

1. Allocated funding for 9 new FF's April – December, 2018
  - a) Hired 4 of the 9 FF's April, 2018
  - b) Salaries for 5 of the 9 FF's not expended April – August, 2018 (5 months)  
Amount unspent career FF salaries 223,333
2. Allocated funding for 3 Temporary FF's for 6 months in 2018
  - a. Actual expended year-to-date: 3 months of 2018

Amount unspent Temporary FF's	52,821
<b><u>TOTAL allocated and unspent for career and temporary FF's:</u></b>	<b><u>276,154</u></b>
Difference	+36,964

<b><u>Amount Requested to Support Proposal as buffer:</u></b>	<b><u>50,000</u></b>
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**Proposed source for amount requested: 2017 Remaining funds**

Commissioner Portmann asked Fire Chief Dale if this staffing plan would eliminate cross-staffing at one station which could potentially decrease response times in certain areas of the District. He responded this would eliminate cross-staffing at Station 96 substantially. Staff looked at the possibility of capturing data to provide evidence to support improved response times, but they are not prepared to present it at this meeting. However, anecdotally, it is logical that response times would decrease. Commissioner Gustafson inquired of staff if they know much money remains of the 2017 funds. Deputy Chief Judd responded that with what we have encumbered thus far, we are down to approximately \$27,000, if we encumber this \$50,000 as proposed.

**Commissioner Rosenlund moved to increase minimum staffing to 17 effective July 1, 2018, as proposed by Fire Chief Dale in his presentation. Commissioner Gustafson seconded the motion. Motion carried unanimously.**

Human Resources Manager.

Fire Chief Dale explained this is another proposal for which he is requesting a motion to approve. He is proposing the creation of a new position, Human Resources (HR) Manager, and hiring and filling the position in short order. Staff has recognized the frequent need to have an HR Manager on staff. This need will increase as we continue to grow, adding 18 career Firefighters and 24 Volunteer Firefighters. Currently, our HR needs are being met by Deputy Chief Judd and Michelle Greco, who have several other functions they carry out for the Department. He added that neighboring agencies similar in size to us have gone to a specified HR Manager or Director. Candis Martinson from Central Pierce assisted in providing salary ranges for single person HR Divisions for entities with approximately 100 employees. The salary range is \$90,000 – \$152,000 per year, with an average of \$115,000 and a mean of \$107,000 per year. Staff proposes hiring the consulting firm Emergency Services Consulting International (ESCI) to provide the following services at a cost of \$12,000: complete a job description; advertise nationally and locally; interview candidates; provide to us a list of acceptable applicants for further interviews; and, negotiate a contract with the successful candidate. Assuming an annual salary of approximately \$107,000, the projected cost for salary and benefits from August to the end of 2018 is \$67,000 and \$165,000 in 2019. He proposes the \$12,000 recruitment costs come from the Contingency Fund and the 2018 salary and benefits from the 2017 Remaining funds.

Commissioner Portmann stated he supports this proposal because staff needs the help, and HR is a high risk area for the District. With increasing rules and regulations we can find ourselves tripped up very easily if we do not comply. As we grow, our HR problems will likely grow. Commissioner Rosenlund stated he recalls the report provided by a consultant last year which identified the need for an HR person for the organization. He stated he supports this proposal.

**Commissioner Rosenlund moved to approve contracting with Emergency Services Consulting International to provide recruitment services for a Human Resources Manager, funding this position as prescribed by Fire Chief Dale, and waiving the second reading. Commissioner Barstow seconded the motion. Motion carried unanimously.**

Pierce County Fire Protection Contract.

Fire Chief Dale deferred to Deputy Chief Judd to review this topic with the Board. Deputy Chief Judd explained this is the annual contract between the District and Piece County for providing Fire and EMS response at Frontier Park Fair Grounds. Upon execution of this contract, Pierce County will pay us \$9,224.

**Commissioner Rosenlund moved the approval of the contract between Pierce County and the District for fire protection and EMS services to the Frontier Park Fair Grounds. Commissioner Barstow seconded the motion. Motion carried unanimously.**

### **PUBLIC COMMENTS**

Citizen Bob Benum commented that a salary of \$110,000 seems high for an HR person and asked where that figure came from. Deputy Chief Judd replied \$107,000 is the top end salary for this position. We would utilize a step program which lowers the starting salary to approximately 80% of the maximum for the first year, and slowly increases it over a five-year period. The salary information came from a survey of local fire departments comparable in size to Graham Fire & Rescue including Gig Harbor, West Pierce, Central Kitsap, and some other local agencies. Also, Candis Martinson of Central Pierce provided us salary information from the Association of Washington Cities for HR Manager/Director for entities with approximately 100 employees in the greater Puget Sound area.

Mr. Benum then inquired about how the Volunteer Program for Firefighters and Residents is doing. Fire Chief Dale explained we developed a Recruit Academy in partnership with Bates. Presently, we have 14 Volunteer Residents in the Academy who will graduate mid-June. We just opened a recruitment application period this week in hopes of acquiring an additional 10. We will run another Academy this September, with a goal of 24 new Volunteer Residents this year, and next year approximately 20. We also submitted for a federal grant for funding for volunteer recruitment and retention and a volunteer coordinator position for four years, with no matching funds required. The current status of the Volunteer Resident Program is robust. Our current recruits are reportedly doing great in the Academy.

### **COMMISSIONER COMMENTS**

Commissioner Gustafson asked how many of the current recruits are come from home Volunteers. Fire Chief Dale responded one.

Commissioner Portmann gave kudos to Assistant Chief Steve Richards for his participation at the Awards Banquet. He did a great job as always and staff did a good job putting it all together.

### **EXECUTIVE SESSION**

Fire Chief Dale requested a 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for collective bargaining, with business to follow.

**Commissioner Portmann announced a 10-minute Executive Session under RCW 42.30.140 (4) (b) to plan or adopt strategy/position for collective bargaining, with business to follow.**

**Commissioner Portmann announced a recess at 7:02 p.m.**

**The Executive Session was announced as starting at 7:04 p.m.**

**The Executive Session was announced as ending at 7:14 p.m.**

**Commissioner Portmann reconvened the Regular Board Meeting at 7:15 p.m.**

Commissioner Portmann stated Fire Chief Dale had a Memorandum of Understanding (MOU) he would like to explain. Fire Chief Dale stated the MOU is in regards to increasing the rank of the current position of Lieutenant in the Training Division to the rank of Captain. The interest of the Local is to see an increase in rank in their Bargaining Unit, and the interest of the District is to have a selection process as opposed to a seniority-based assignment. Anecdotally, the increase in rank in the field carries more “horsepower” with the Captain outranking most of the individuals he/she would be training. The financial impact of the increase in rank over one year is approximately \$9,500.

**Commissioner Rosenlund moved to approve the Memorandum of Understanding between the District and I.A.F.F. Local 726 Graham Firefighters Bargaining Unit regarding the Training Division Officer increase in rank and the selection process, as written. Commissioner Barstow seconded the motion. Motion carried unanimously.**

#### **ADJOURNMENT**

**With no further business to come before the Board, the Regular Board Meeting of May 9, 2018, was adjourned at 7:18 p.m.**

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Ryan Portmann, Commissioner

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Anthony D. Judd, District Secretary